

Introduction

The "How to Request a Revision" Quick Reference Guide is designed to provide the minimum steps necessary in requesting and submitting a Revision to a Vendor(s).

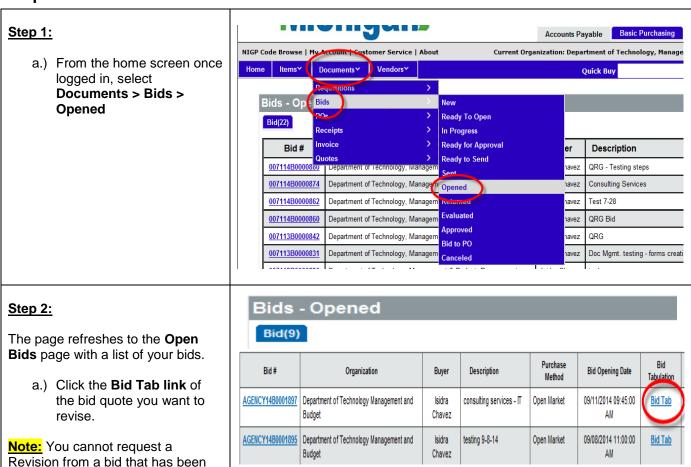
To request a Revision choose a particular Quote and utilize the system email to notify the Vendor(s) who created it. You have the option to send multiple Vendors the same revision request email, or you can personalize the request.

Revisions are typically requested if a Buyer needs additional information from a Vendor. For example, clarifications; best & final offers; additional questions, etc.

Pre-requisites

You must have the Basic Purchasing Role.

Steps



Awarded.

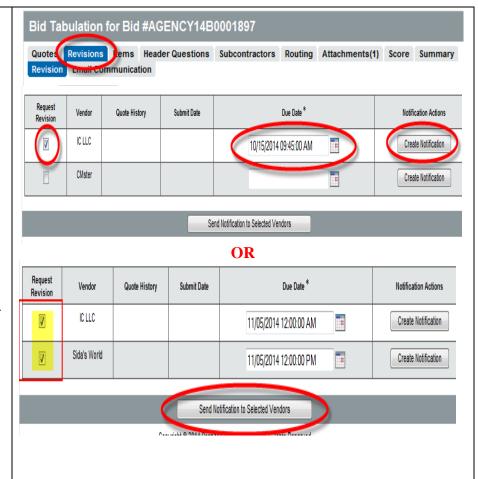


Step 3:

The page refreshes to the **Bid Tabulation** screen, defaulted to the **Quotes Tab**.

- a.) Select the Revisions Tab.
- b.) Select the check box in the **Request Revision** column for each Vendor to receive the request email.
- c.) Pick a **Due Date** in the Due Date column.
- d.) Click the **Create Notification** button in the

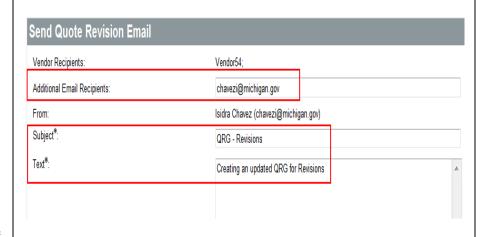
 Notification Actions column.
- e.) Select the **Create Notification button** if you are sending a request to one Vendor.
- f.) Select the Send
 Notification to Selected
 Vendors button if you are
 sending the request to
 multiple Vendors.



Step 4:

The **Send Quote Revision Email** page displays, which allows you to create your email message requesting a Revision.

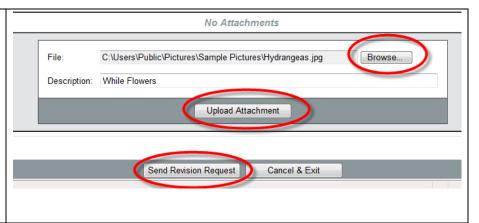
- a.) Create your Revision Request email message.
- b.) Include additional email recipients if needed.
- c.) Attach any necessary documents at the bottom of the page. Click the Upload Attachment button once complete.
- d.) Once complete, click the **Send Revision Request** button.





Note: The expiration of the Due Date does not automatically close the revision process; the Buyer must manually close the Revision Process in order for the Vendor's new quote to be updated in the system.

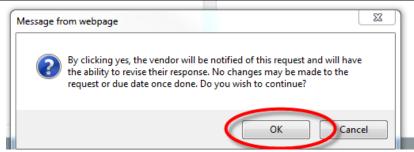
The new copy of the Quote is made editable to the vendor until you close the Revision Process.



Step 5:

A pop-up confirmation message will display.

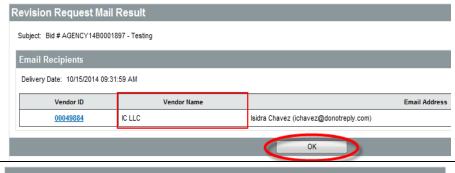
 a.) Click the **OK** button to continue submitting your Revision request.



Step 6:

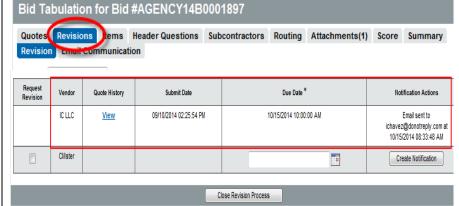
The **Revision Request Mail Results** page displays.

 a.) Click the **OK** button to confirm your email recipients are correct.



The page refreshes back to the **Revision Tab page**.

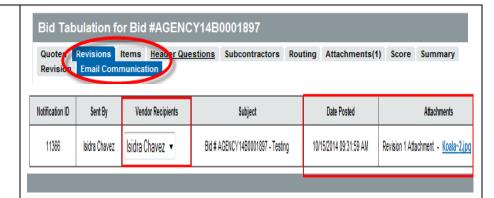
The following window displays a notification to each vendor you sent a Requested Revision to.





Step 7:

a.) Click on the Revisions –
 Email Communication
 Sub-Tab to review your
 Revision request recipient
 and Attachments.



Step 8:

Once the due date of the Revision Process has approached, you **MUST** Close the Revision Process.

- a.) Log back into Buy4Michigan.
- b.) Click on the **Bids Tab** from the Home page screen > **Opened Tab.**



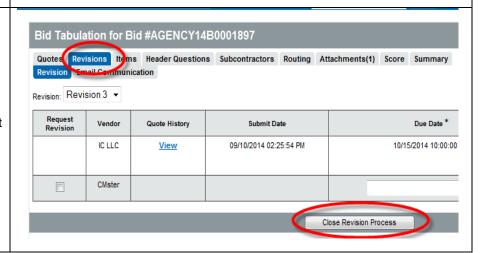
<u>Step 9:</u>

a.) Select the appropriate Bid and click the **Bid Tab** link.

Bid #	Organization	Buyer	Description	Purchase Method	Bid Opening Date	Bid Tabulation
AGENCY14B0001897	Department of Technology Management and Budget	Isidra Chavez	consulting services -	Open Market	09/11/2014 09:45:00 AM	Bid Tab
AGENCY14B0001895	Department of Technology Management and Budget	Isidra Chavez	testing 9-8-14	Open Market	09/08/2014 11:00:00 AM	Bid Tab

Step 10:

- a.) Select the **Revisions Tab**.
- b.) Click the Close Revision
 Process button located at
 the bottom of the page





Once the Revision Process has been **CLOSED** the button disappears.

